COMMONWEALTH of VIRGINIA
Department of Medical Assistance Services

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July 28, 2015

Dear Medicaid Providers:

The Department of Medical Assistance Services will be conducting two WebEx seminars. This training is recommended for **Service Facilitators**. These sessions will focus on the **Annual Level of Care Review (LOCERI) Process.** The same material will be covered in both sessions; therefore you will only need to register for one session. The topics to be discussed during the session will focus on:

- Why annual LOC
- Overview of the LOC Process
- Common Submission Errors
- Recap of LOC Criteria
- Digging Deeper Into Criteria
- Helpful Hints
- Training Supports

The training dates are:
August   25th   10 – 11:30 am
September   10th   10 – 11:30 am

WebEx Registration Instructions

Medicaid training registration can be accessed at http://www.dmas.virginia.gov/. On the right hand menu click the Upcoming Training Events link. Open the **Annual Level of Care Review (LOCERI) Training** letter and select the link that corresponds with the session you wish to attend. The links will open the WebEx registration page to the training scheduled for that day and time.

Once registration is approved, you will receive a confirmation email with all of the training details. The number of participants allowed in each session is limited. Once a session is full, additional registration requests will be waitlisted. Waitlisted individuals will be registered if a confirmed participant cancels. If you do not receive the confirmation email please call 804-225-4578. If you have any problems logging in on the day of the session please call 1-866-229-3239.

We look forward to your participation in our Medicaid Seminar. If you have any questions regarding these sessions, please call (804) 225-4578.

<div align="center">**Annual Level of Care Review (LOCERI) Registration Links**</div>

<div align="center">**Please select and register for the session you wish to attend**</div>

August 25, 2015 – 10:00 am - 11:30 am - Go to
https://dmas.webex.com/dmas/k2/j.php?MTID=tf9d681b5a730b75227cc767242cc58fc and register.

September 10, 2015 – 10:00 am - 11:30 am - Go to
https://dmas.webex.com/dmas/k2/j.php?MTID=tdf4be13285b3dd919c1a75466e4284f6 and register.

NOTE: It is recommended that on the day of the training you begin logging onto WebEx at least 15-30 minutes prior to the start of the session, as you may need assistance from your information technology personnel in <u>downloading the Web-Ex product.</u> There is no fee for the download or for the session. You will need access to a computer (to view the power point presentations) and a telephone (to hear the audio portion of the meeting).

<div align="center">**<u>TO JOIN THE TELECONFERENCE</u>**</div>

You <u>must</u> join the WebEx and the Teleconference (2 steps) for the WebEx to work in its entirety. However, if you want only to listen to the audio portion of the presentation, you may just join the Teleconference.

<u>To join the teleconference please:</u>

1. Dial 1-866-842-5779
2. When prompted, enter the conference code - **2025387321**

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